

Building Permit Application Checklist

❖ **Building Application** must be filled out in its entirety, including property tax map number, nature of work, square footage, estimated cost, and all pertinent information. Signature must be notarized. Application must be submitted with the following:

- ✓ 3 copies of the survey* (5 copies for Commercial) (Flood Zone(s) depicted when applicable)
- ✓ 2 sets of plans* (3 sets for Commercial.) (Architect must Certify that design meets the "Designed Energy Star" requirements)
- ✓ 1 copy of house certificate of occupancy
- ✓ Workers' compensation* (Contractor must have an active license with the Town¹)
- ✓ Fee

IN ADDITION & When applicable:

- ☐ Plumbing application* (Plumber must have an active registration with Southampton Town)
- ☐ Electrical Permit
- ☐ Board of Health (Original survey with red stamp from the Health Department)
- ☐ Affidavit of exemption (BP1)
- ☐ 2 copies of the H.E.R.S. Certificate (Home Energy Rating System) Certified by HERS Rater **AND**
2 copies of the Manual J
- ☐ 2 copies of the RES Check (Residential Energy Score)
- ☐ Elevation Certificate
- ☐ Notarized Addendum to Building Permit Application: New Swimming Pool Construction*
- ☐ Written **itemized** estimated Cost from vendor on their letterhead.
- ☐ Planning approval (Resolution and stamped site plan approval)
- ☐ Conservation approval (Permit w/stamped survey) or Letter of Non-jurisdiction
- ☐ (ZBA) Variance approval
- ☐ Completed Architectural Review Board submittal form
- ☐ Original Agent letter* (Signed & Notarized & only if applicant is other than owner)
- ☐ Copy of Deed (if property has been owned for less than a year)
- ☐ Highway Approval From the Engineering Dept. **for ALL New Dwellings and Commercial Properties**
(Approval must be submitted w/stamped approved survey)
- ☐ Road usage for debris from the Highway Dept. **(for Full House demolition)**
- ☐ Mortgagee/Lien Holder Consent form
- ☐ Current Title Certification
- ☐ LIPA disconnect approval (for demolition of main building)
- ☐ Keyspan disconnect approval (for demolition of main building)
- ☐ Historic Districts and Landmarks Committee Form with required paperwork
- ☐ Proof of Corporation, LLC (i.e.: Articles of Organization, Operating agreement or minutes listing members) or Business Ownership listing all members, owners, or corporate officers.
- ☐ Authorization letter from Sagaponack Village
- ☐ Completed NYS Uniform Fire Prevention & Building Code Form **(for Commercial Properties)**
- ☐ Death Certificate
- ☐ Proof of Legatee (Surrogate letter; or Executor of the Will; or Certified Letter of Testamentary; or Letter of Administration; or Letter of Probate; or Power of Attorney, etc.)
- ☐ Other _____

❖ **Applications to Amend Building Permits** must be filled out in its entirety, including property tax map number, permit number, and all pertinent information. Signature must be notarized. Application must be submitted with the following:

- ✓ 2 sets of Amended plans.
- ✓ Fee

IN ADDITION & When applicable:

- ☐ Workers' compensation insurance. (If contractor performing the work is being changed). Letter from homeowner, signed and notarized, stating the change.
- ☐ 3 copies of revised survey.
- ☐ Other _____

¹ Excludes New House or Modular Home Construction

* See back for details



- ❖ **Renewal Building Permit** applications must be filled out in its entirety, including property tax map number, Building permit number, and all other pertinent information. Application must be signed. If work is not completed, all expired paperwork must be resubmitted, including workman's compensation, or any other department approval(s).
- ❖ **Plumbing Applications** must be filled out in its entirety, including property tax map number. Plumber listed must also sign application and have his signature notarized. Plumber must hold an active registration with the Town of Southampton.
- ❖ **Electrical Applications** must be filled out in its entirety, including property tax map number, and, when applicable, Building Permit number, and any other pertinent information. Electrician listed must also sign application and have his signature notarized. Electrician must hold an active registration with the Town of Southampton. Schematics should be submitted, when applicable. Fee must be submitted with application.
- ❖ **Renewal Electrical Permit** must be filled out in its entirety, including property tax map number, electrical permit number, and all other pertinent information. Application must be signed. Same as Electrical applications applies (see above).
- ❖ **Workers' Compensation Insurance on all projects.** Accepted forms are as follows: C-105.2; U-26.3; CE-200; SI-12; BP-1. Town of Southampton must be the Certificate Holder. If you are applying for a demolition permit be sure compensation insurance does not exclude demolitions. *Please see Section 125 of the General Municipal Law dated June 1, 1999.*
- ❖ **Agent Letter** must be an original letter, dated recently, signed and notarized by Owner. Needs to indicate Agent by name.
- ❖ **Survey** must be legible, accurate depicting all structures on subject parcel with tax map and/or meets and bounds. When applicable: Clearance and lot coverage percentage.
- ❖ **Plans** must be 1/4" scale; square footage must be listed on first page, detailed, showing cross section and labeling all areas as to use. When applicable: Residential code of NYS, Floor plans, Construction Type, Height and Fire Area, Habitable Space Labeled, Energy Conservation Construction Code of NYS or Residential Code Chapter 11, Pyramid Compliance, High Wind & Loads Design Criteria (R301) with High Wind framing details shown, Wind Borne Debris Protection (R301.2.1.2 & BCNYS 1609), and Truss design. **New York State Law requires a seal and signature of a registered architect or a licensed professional engineer for all plans and specifications for building permits. The following are exceptions which do not require a professional stamp: agricultural farm buildings, residential buildings with less than 1,500 square feet of habitable space, and alterations costing \$20,000.00 or less which do not involve changes affecting the structural safety or public safety thereof.**
- ❖ **Notarized Addendum to Building Permit Application: New Swimming Pool Construction** must be filled out, signed and notarized by Pool Company.

List of most common Building Inspections

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| <ul style="list-style-type: none"> • Footings/Foundation • In ground cast iron • Strapping • Framing/Plumbing | <ul style="list-style-type: none"> • Insulation • Final • Block or steel work • Other_____ |
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